

SAN LUIS OBISPO COUNTY AUDITOR-CONTROLLER'S  
POLICY CONCERNING  
REQUEST FOR PUBLIC RECORDS

In enacting the California Public Records Act (Government Code 6250), the State Legislature declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

*"Public records"* includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. "Writing" means any recording upon any form of communication or representation including tapes, photos, films, magnetic mediums, discs, drums or other documents.

According to Government Code 6254, nothing in the Public Records Act shall be construed to require San Luis Obispo County Auditor-Controller's Office to disclose exempt records including:

*Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.*

*Record disclosures of which is exempt or prohibited pursuant to provisions of federal or state laws.*

Any person may inspect or receive a copy of any identifiable public records upon request. The records shall be made promptly available upon payment of a fee covering the direct cost of duplication, or a statutory fee, if applicable. An exact copy shall be provided unless impracticable to do so. Computer data will be provided in a form determined by the County of San Luis Obispo.

According to Government Code 6253, upon a request for a copy of records, a determination shall be made by the Auditor-Controller's Office within 10 days after receipt of such request whether to comply with the request. The Auditor-Controller's Office will immediately notify the person making the request of that determination and the reasons therefore. In unusual circumstances the time limit may be extended by written notice of the Auditor-Controller setting forth the reasons for the extension and the estimated date and time when the records will be made available. This extension will not exceed an additional 14 days.

Based on Government Code 6253.4 the Auditor-Controller sets the following procedures: Any person who wishes to inspect a public record must present his or her request to the Auditor-Controller's receptionist on this public information request form. The request may be provided in person, by mail, or by fax. The requestor must identify the requested records by providing a detailed description and the approximate date of the records. Pursuant to §6253(a), any reasonably segregable portion of a record will be made available for inspection after deletion of the portions that are exempted by law.

Records may only be reviewed in a designated area one file at a time. No purses, briefcases, bags, binders, or other items will be allowed in the record review area that would allow concealment of removed records. **No record may be removed from the office.** The requestor will be allowed to have one paper pad and writing utensil with them when reviewing records. Records shall not be marked, highlighted, creased, folded, or otherwise defaced in any way. Records shall remain in their original order and grouping, whether loose, stapled, or bound. The requester may obtain a copy of a specific identifiable public record, which is subject to disclosure. A reproduction charge will be assessed prior to production of the requested records based upon the amount of material requested and the County's current fee schedule.

It is the Auditor-Controller's policy, upon the advice of the Office of County Counsel, to avoid the risk that any information could be sent to an individual or entity other than is authorized by the release, the information will not be **distributed or returned via facsimile machine.**

**Photocopies                      \$0.10 per page**

For requests that have an estimated cost of fifty dollars (\$50) or more, a fifty percent (50%) deposit will be required prior to commencing the record research and/or any photocopying. The completed request for a public record will be furnished upon payment of the balance of the duplication cost of providing the record.

[illegible]

As the applicant, I assume the actual full cost for completion of this request.

Mailing Address	City	State	Zip Code
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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_